



Republic of the Philippines
PUBLIC ATTORNEY'S OFFICE
Department of Justice
SOCCKSARGEN Region

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REQUEST FOR QUOTATION

The Public Attorney's Office will undertake a procurement transaction for the purchase of **ONE (1) UNIT OF STEEL FILING CABINET, TWO (2) UNITS OF STAND FAN, FOUR (4) UNITS OF MOVABLE SIDE TABLE, SIX (6) UNITS OF STEEL STORAGE RACK, SEVEN (7) UNITS OF UNINTERRUPTIBLE POWER SUPPLY AND ONE (1) UNIT OF QUEUEING MACHINE** through Small Value Procurement (SVP) under the Revised Implementing Rules and Regulations (IRR) of Republic Act No. (RA) 9184, for the use of the **PAO-SURALLAH DISTRICT OFFICE**. The Approved Budget for the Contract (ABC) is **ONE HUNDRED AND FORTY-NINE THOUSAND PESOS (PHP 149,000.00)** inclusive of government taxes and charges.

The Office hereby invites all interested suppliers or distributors to quote their lowest price on the item listed on the Price Quotation Form (Annex "A") subject to the General Conditions stated herein. Please submit your quotation duly signed by you or your authorized representative not later than **August 29, 2023** to the address below:

PAO-SURALLAH DISTRICT OFFICE
Multi-purpose Bldg., Municipal Hall Compound
Brgy. Libertad, Surallah, South Cotabato

For further inquiries, please look for:

ATTY. ANA MARIE N. MONCERA
Public Attorney III
PAO-Surallah District Office

General Conditions:

1. ALL ENTRIES MUST BE SIGNED BY THE BIDDER OR AUTHORIZED REPRESENTATIVE;
2. DELIVERY LOCATION: PAO-SURALLAH DISTRICT OFFICE, MULTI-PURPOSE BLDG., MUNICIPAL HALL COMPOUND, BRGY. LIBERTAD, SURALLAH, SOUTH COTABATO;
3. DELIVERY PERIOD: 7 CALENDAR DAYS UPON RECEIPT
4. PRICE VALIDITY SHALL BE FOR A PERIOD OF THIRTY (30) CALENDAR DAYS;

PRICE QUOTATION FORM

Date: _____

ATTY. ANA MARIE N. MONCERA

PAO-Surallah District Office

Multi-purpose Bldg., Municipal Hall Compound

Brgy. Libertad, Surallah, South Cotabato

Sir/Ma'am:

After having carefully read and accepted the terms and conditions on the Request for Quotation, hereunder is our quotation for the item as follows:

Item No.	Description	Quantity	ABC Total Price	Unit Price	Total Price
1	STEEL CABINET, 4 DRAWERS	1 unit	12,000.00		
2	STAND FAN (WITH BATTERY)	2 units	20,000.00		
3	MOVABLE SIDE TABLE (SHELVES)	4 units	20,000.00		
4	STEEL STORAGE RACK (H 6' x L 4' x W 16')	6 units	42,000.00		
5	UNINTERRUPTIBLE POWER SUPPLY	7 units	35,000.00		
6	QUEUEING SYSTEM MACHINE W/ 4 CONTROLLERS	1 unit	20,000.00		
TOTAL			149,000.00		

(Total Amount in Words)

The above quoted prices are inclusive of all cost and applicable taxes.

Delivery Period _____
Warranty _____
Price Validity _____

Very truly yours,

Name and Signature of Authorized Representative

Name of Company

Company Address

Contact Number/s

Email Address